

ARRTS Appraisal Request Actions

Introduction

This document contains a series of charts which indicate the possible actions that ARRTS users can take to submit or process a request for appraisal services. It is organized by product, then the request’s routing level and the user’s role. To determine possible actions for a particular request, find the corresponding product in the Table of Contents, and then find the current routing level of the request. Jump to the table of possible actions by using the link for the product and routing level in the Table of Contents. Once you are at the appropriate table for the product and routing level, you can determine what actions you can take for the request based on your assigned role for that request. Depending on assignments and previous actions, all possible actions may not be available for a particular request. The right-most column lists any conditions that might be necessary before the action is allowed or circumstances when the action may not be allowed. Actions which are typical for submitting a request and forwarding it though the system are shown in bold; other actions which may be taken depending upon need or prior actions are shown in italics.

Table of Contents

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal	3
Routing Level: Submitter	3
Routing Level: Agency Approver	4
Routing Level: Regional Appraiser	5
Routing Level: Engaging Appraiser	6
Routing Level: Staff Appraiser	7
Routing Level: Contract Appraiser	8
Routing Level: Review Appraiser	9
Routing Level: 2 nd Level Review Appraiser	10
Routing Level: Completed	11
Product: Appraisal Review Only	12
Routing Level: Submitter	12
Routing Level: Agency Approver	13
Routing Level: Regional Appraiser	14
Routing Level: Engaging Appraiser	15
Routing Level: Review Appraiser	16
Routing Level: 2 nd Level Review Appraiser	17
Routing Level: Completed	18
Products: Other Written Consultation, Fiscal Year Consultation	19
Routing Level: Submitter	19
Routing Level: Agency Approver	20
Routing Level: Regional Appraiser	21
Routing Level: Engaging Appraiser	22
Routing Level: Staff Appraiser	23
Routing Level: Review Appraiser	24
Routing Level: 2 nd Level Review Appraiser	25
Routing Level: Completed	26
Product: Appraisal Fee Estimate	27
Routing Level: Submitter	27
Routing Level: Agency Approver	28
Routing Level: Regional Appraiser	29
Routing Level: Engaging Appraiser	30
Routing Level: Completed	31

Product: Preliminary Value Estimate	32
Routing Level: Submitter	32
Routing Level: Agency Approver	33
Routing Level: Regional Appraiser	34
Routing Level: Engaging Appraiser	35
Routing Level: Staff Appraiser.....	36
Routing Level: Contract Appraiser	37
Routing Level: Review Appraiser	38
Routing Level: 2 nd Level Review Appraiser	39
Routing Level: Completed	40
 Product: Land Exchange Feasibility Consultation	 41
Routing Level: Submitter	41
Routing Level: Agency Approver	42
Routing Level: Regional Appraiser	43
Routing Level: Engaging Appraiser	44
Routing Level: Staff Appraiser.....	45
Routing Level: Review Appraiser	46
Routing Level: 2 nd Level Review Appraiser	47
Routing Level: Completed	48
 Product: Legislative Cost Estimate	 49
Routing Level: Submitter	49
Routing Level: Agency Approver	50
Routing Level: Regional Appraiser	51
Routing Level: Engaging Appraiser	52
Routing Level: Staff Appraiser.....	53
Routing Level: Review Appraiser	54
Routing Level: 2 nd Level Review Appraiser	55
Routing Level: Completed	56

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Submitter

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Submitter	Initiate new request	New Request tab	
	Complete General Information, Owner/Facilitator, Property and Priority/Funding forms	General Info, Owner/Facilitator, Property and Priority/Funding tabs	
	Add all required attachments and any optional attachments	Attachments icon	
	Validate the appraisal request	Validate icon	
	<i>Make changes noted by validation results and repeat the validation</i>	Screens as noted by validation results	Only if validation failed
	Forward request to the agency approver	Forward icon	Request must be validated before forward icon will appear
	Cancel the request	Cancel icon	

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Agency Approver

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Agency Approver	Review appraisal request	Summary screen	
	<i>If desired, modify the request</i>	Request navigation tabs and forms	Must save any changes made
	Forward request to the ASD Regional Appraiser	Assignment/progress screen link	
	<i>Return request to the submitter</i>	Assignment/progress screen form	Only if request is to be modified or cancelled by submitter
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Re-route the request to an alternate agency approver</i>	Assignment/progress screen form	Only if there is at least one additional approver for the submitter
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Regional Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Regional Appraiser, Deputy RA, Assistant RA	Review appraisal request	Summary screen	
	Assign/reassign engaging appraiser	Assignment/progress screen form	
	<i>Assign/reassign staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Assign/reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Assign/reassign 2nd level reviewer</i>	Assignment/progress screen form	
	Forward request to the engaging appraiser	Assignment/progress screen link	Engaging appraiser previously assigned
	<i>Return request to the approver</i>	Assignment/progress screen form	If request is forwarded again by the approver, a new ARRTS number will be generated.
	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
Agency Approver	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Engaging Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Review appraisal request	Summary screen	
	Accept request for processing	Assignment/progress screen form	Request has not been returned to submitter for corrections
	Assign/reassign staff or contract appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Forward request to the staff or contract appraiser	Assignment/progress screen form	Staff or contract appraiser previously assigned and request has been accepted for processing
	Return request to the submitter for revisions	Assignment/progress screen form	Only if need to have corrections or additional information from the submitter. Request isn't held and has not been accepted for processing. Request stays at the engaging appraiser routing level after it has been returned to the submitter for revisions.
	Put request on hold	Assignment/progress screen form	Request has not been returned to submitter for corrections and not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign and forward the request to an alternate engaging appraiser	Assignment/progress screen form	
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate engaging appraiser	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Assign/reassign 2 nd level reviewer	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Return request to the engaging appraiser after revisions	Assignment/progress screen form	The request has previously been returned to the submitter by the engaging appraiser for corrections
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Staff Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Staff Appraiser	Review appraisal request	Summary screen	
	<i>Enter and save results information</i>	Results screen form	
	Forward request to the assigned review appraiser	Assignment/progress screen link	Request is not in hold status; review appraiser has previously been assigned
Engaging Appraiser	<i>Reassign and forward request to alternate staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Retrieve request from staff appraiser level and return it to the engager level</i>	Assignment/progress screen link	Staff appraiser assignment was not made by the RA
Review Appraiser	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
Regional Appraiser, Deputy RA, Assistant RA	<i>Reassign and forward request to an alternate staff appraiser</i>	Assignment/progress screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Modify appraisal report due date</i>	Priority/funding screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	<i>Assign/reassign 2nd level review appraiser</i>	Assignment/progress screen form	
	<i>Forward request to assigned review appraiser</i>	Assignment/progress screen link	Review appraiser has previously been assigned.
	<i>Retrieve request from staff appraiser level and return it to the engager level</i>	Assignment/progress screen link	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Contract Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	<i>Retrieve request and move it to the review appraiser routing level</i>	Assignment/progress screen form	
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Modify contract cost</i>	Priority/funding screen form	
Review Appraiser	<i>Retrieve request and move it to the review appraiser routing level</i>	Assignment/progress screen form	
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
Regional Appraiser, Deputy RA, Assistant RA	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Modify appraisal report due date</i>	Priority/funding screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	<i>Assign/reassign 2nd level review appraiser</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Review appraisal request	Summary screen	
	Enter and save results information	Results screen form	
	Attach appraisal review	Attachment icon	
	Validate appraisal results information	Validate icon	Validate icon will appear only if no 2 nd level reviewer has been assigned and request is not held.
	<i>Make changes noted by validation results and repeat the validation</i>	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen form	Appraisal results successfully validated; no 2 nd level reviewer has been assigned
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold; appraisal results not validated
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Forward request to the assigned 2nd level reviewer</i>	Assignment/progress screen link	Only if the RA has previously assigned a 2 nd level reviewer
Engaging Appraiser	<i>Reassign and forward request to an alternate review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	<i>Modify contract cost</i>	Priority/funding screen form	For contracted appraisals only
Regional Appraiser, Deputy RA, Assistant RA	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Assign or reassign 2nd level reviewer</i>	Assignment/progress screen form	
	<i>Reassign and forward request to an alternate review appraiser</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: 2nd Level Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
2 nd Level Review Appraiser	Review appraisal request	Summary screen	
	<i>Update and save appraisal results information</i>	Results screen form	
	<i>Attach review document</i>	Attachment icon	
	Validate appraisal results information	Validate icon	Request is not held
	<i>Make changes noted by validation results and repeat the validation</i>	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Appraisal results successfully validated
Engaging Appraiser	<i>Modify contract cost</i>	Priority/funding screen form	For contracted appraisals only
Regional Appraiser, Deputy RA, Assistant RA	<i>Reassign and forward request to an alternate 2nd level review appraiser</i>	Assignment/progress screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Appraisal and Review, Rental Appraisal & Concessions Appraisal

Routing Level: Completed

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	<i>Re-open the request</i>	Results screen link	No 2 nd level reviewer assigned, request was completed within the past 30 days, and appraisal report was not recommended or approved for agency use.
	<i>Update appraisal results information</i>	Results screen form	No 2 nd level reviewer assigned, request was completed within the past 30 days, and appraisal report was accepted and recommended or approved for agency use
	<i>Attach a document</i>	Attachment icon	No 2 nd level reviewer assigned and request was completed within the past 30 days
2nd Level Review Appraiser	<i>Re-open the request</i>	Results screen link	Request was completed within the past 30 days, and appraisal report was not recommended or approved for agency use.
	<i>Update appraisal results information</i>	Results screen form	Request was completed within the past 30 days and appraisal report was accepted and recommended or approved for agency use
	<i>Attach a document</i>	Attachment icon	Request was completed within the past 30 days

ARRTS Appraisal Request Actions

Product: Appraisal Review Only

Routing Level: Submitter

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Submitter	Initiate new request	New Request tab	
	Complete General Information, Property, Client, Report and Priority/Funding forms	General Info, Property, Client, Report and Priority/Funding tabs	
	Add all required attachments and any optional attachments	Attachments icon	
	Validate the appraisal request	Validate icon	
	<i>Make changes noted by validation results and repeat the validation</i>	Screens as noted by validation results	Only if validation failed
	Forward request to the agency approver	Forward icon	Request must be validated before forward icon will appear
	Cancel the request	Cancel icon	

ARRTS Appraisal Request Actions

Product: Appraisal Review Only

Routing Level: Agency Approver

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Agency Approver	Review appraisal request	Summary screen	
	<i>If desired, modify the request</i>	Request navigation tabs and forms	Must save any changes made
	Forward request to the ASD Regional Appraiser	Assignment/progress screen link	
	<i>Return request to the submitter</i>	Assignment/progress screen form	Only if request is to be modified or cancelled by submitter
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Re-route the request to an alternate agency approver</i>	Assignment/progress screen form	Only if there is at least one additional approver for the submitter
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	

ARRTS Appraisal Request Actions

Product: Appraisal Review Only

Routing Level: Regional Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Regional Appraiser, Deputy RA, Assistant RA	Review appraisal request	Summary screen	
	Assign/reassign engaging appraiser	Assignment/progress screen form	
	<i>Assign/reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Assign/reassign 2nd level reviewer</i>	Assignment/progress screen form	
	Forward request to the engaging appraiser	Assignment/progress screen link	Engaging appraiser previously assigned
	<i>Return request to the approver</i>	Assignment/progress screen form	If request is forwarded again by the approver, a new ARRTS number will be generated.
	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
Agency Approver	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Appraisal Review Only

Routing Level: Engaging Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Review appraisal request	Summary screen	
	Accept request for processing	Assignment/progress screen form	Request has not been returned to submitter for corrections
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Forward request to the review appraiser	Assignment/progress screen form	Review appraiser previously assigned, request has been accepted for processing and request is not currently on hold.
	Return request to the submitter for revisions	Assignment/progress screen form	Only if need to have corrections or additional information from the submitter. Request isn't held and has not been accepted for processing. Request stays at the engaging appraiser routing level after it has been returned to the submitter for revisions.
	Put request on hold	Assignment/progress screen form	Request has not been returned to submitter for corrections and not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate engaging appraiser	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Assign/reassign 2 nd level reviewer	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Return request to the engaging appraiser after revisions	Assignment/progress screen form	The request has previously been returned to the submitter by the engaging appraiser for corrections
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Appraisal Review Only

Routing Level: Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Review appraisal request	Summary screen	
	Enter and save results information	Results screen form	
	Attach appraisal review	Attachment icon	
	Validate appraisal results information	Validate icon	Validate icon will appear only if no 2 nd level reviewer has been assigned and request is not held.
	<i>Make changes noted by validation results and repeat the validation</i>	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen form	Appraisal results successfully validated; no 2 nd level reviewer has been assigned
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold; appraisal results not validated
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Forward request to the assigned 2nd level reviewer</i>	Assignment/progress screen link	Only if the RA has previously assigned a 2 nd level reviewer
Engaging Appraiser	<i>Reassign and forward request to an alternate review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
Regional Appraiser, Deputy RA, Assistant RA	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Assign or reassign 2nd level reviewer</i>	Assignment/progress screen form	
	<i>Reassign and forward request to an alternate review appraiser</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Appraisal Review Only

Routing Level: 2nd Level Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
2 nd Level Review Appraiser	Review appraisal request	Summary screen	
	Update and save appraisal results information	Results screen form	
	Attach review document	Attachment icon	
	Validate appraisal results information	Validate icon	Request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Appraisal results successfully validated
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate 2 nd level review appraiser	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Appraisal Review Only

Routing Level: Completed

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Re-open the request	Results screen link	No 2 nd level reviewer assigned, request was completed within the past 30 days, and appraisal report was not recommended or approved for agency use.
	Update appraisal results information	Results screen form	No 2 nd level reviewer assigned, request was completed within the past 30 days, and appraisal report was accepted and recommended or approved for agency use
	Attach a document	Attachment icon	No 2 nd level reviewer assigned and request was completed within the past 30 days
2 nd Level Review Appraiser	Re-open the request	Results screen link	Request was completed within the past 30 days, and appraisal report was not recommended or approved for agency use.
	Update appraisal results information	Results screen form	Request was completed within the past 30 days and appraisal report was accepted and recommended or approved for agency use
	Attach a document	Attachment icon	Request was completed within the past 30 days

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: Submitter

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Submitter	Initiate new request	New Request tab	
	Complete General Information, Owner/Facilitator, Property and Priority/Funding forms	General Info, Owner/Facilitator, Property and Priority/Funding tabs	
	Add all required attachments and any optional attachments	Attachments icon	
	Validate the appraisal request	Validate icon	
	<i>Make changes noted by validation results and repeat the validation</i>	Screens as noted by validation results	Only if validation failed
	Forward request to the agency approver	Forward icon	Request must be validated before forward icon will appear
	<i>Cancel the request</i>	Cancel icon	

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: Agency Approver

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Agency Approver	Review appraisal request	Summary screen	
	<i>If desired, modify the request</i>	Request navigation tabs and forms	Must save any changes made
	Forward request to the ASD Regional Appraiser	Assignment/progress screen link	
	<i>Return request to the submitter</i>	Assignment/progress screen form	Only if request is to be modified or cancelled by submitter
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Re-route the request to an alternate agency approver</i>	Assignment/progress screen form	Only if there is at least one additional approver for the submitter
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: Regional Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Regional Appraiser, Deputy RA, Assistant RA	Review appraisal request	Summary screen	
	Assign/reassign engaging appraiser	Assignment/progress screen form	
	<i>Assign/reassign staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Assign/reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Assign/reassign 2nd level reviewer</i>	Assignment/progress screen form	
	Forward request to the engaging appraiser	Assignment/progress screen link	Engaging appraiser previously assigned
	<i>Return request to the approver</i>	Assignment/progress screen form	If request is forwarded again by the approver, a new ARRTS number will be generated.
	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
Agency Approver	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: Engaging Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Review appraisal request	Summary screen	
	Accept request for processing	Assignment/progress screen form	Request has not been returned to submitter for corrections
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Forward request to the staff appraiser	Assignment/progress screen form	Staff appraiser previously assigned and request has been accepted for processing
	Enter and save results information	Results screen form	Only if no staff appraiser has been assigned
	Attach consultation documentation	Attachment icon	
	Validate results information	Validate icon	Validate icon will appear only if no staff or review appraiser has been assigned and request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen form	Results successfully validated; no staff or review appraiser has been assigned
	Return request to the submitter for revisions	Assignment/progress screen form	Only if need to have corrections or additional information from the submitter. Request isn't held and has not been accepted for processing. Request stays at the engaging appraiser routing level after it has been returned to the submitter for revisions.
	Put request on hold	Assignment/progress screen form	Request has not been returned to submitter for corrections and not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign and forward the request to an alternate engaging appraiser	Assignment/progress screen form	
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate engaging appraiser	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Assign/reassign 2 nd level reviewer	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Return request to the engaging appraiser after revisions	Assignment/progress screen form	The request has previously been returned to the submitter by the engaging appraiser for corrections
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: Staff Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Staff Appraiser	Review appraisal request	Summary screen	
	<i>Enter and save results information</i>	Results screen form	
	<i>Attach consultation documentation</i>	Attachment icon	
	<i>Validate results information</i>	Validate icon	Validate icon will appear only if no review appraiser has been assigned and request is not held
	<i>Make changes noted by validation results and repeat the validation</i>	Results screen form	Only if validation failed
	<i>Forward request as completed</i>	Assignment/progress screen form	Results successfully validated; no review appraiser has been assigned
	<i>Forward request to the assigned review appraiser</i>	Assignment/progress screen link	Request is not in hold status; review appraiser has previously been assigned
Engaging Appraiser	<i>Reassign and forward request to alternate staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold and results have not been validated
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
Review Appraiser	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold and results have not been validated
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
Regional Appraiser, Deputy RA, Assistant RA	<i>Reassign and forward request to an alternate staff appraiser</i>	Assignment/progress screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	<i>Assign/reassign 2nd level review appraiser</i>	Assignment/progress screen form	
	<i>Forward request to assigned review appraiser</i>	Assignment/progress screen link	Review appraiser has previously been assigned.
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Review appraisal request	Summary screen	
	Enter and save results information	Results screen form	
	Attach consultation documentation	Attachment icon	
	Validate appraisal results information	Validate icon	Validate icon will appear only if no 2 nd level reviewer has been assigned and request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen form	Appraisal results successfully validated; no 2 nd level reviewer has been assigned
	Put request on hold	Assignment/progress screen form	Request not currently on hold and results not validated
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Forward request to the assigned 2 nd level reviewer	Assignment/progress screen link	Only if the RA has previously assigned a 2 nd level reviewer
Engaging Appraiser	Reassign and forward request to an alternate review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
Regional Appraiser, Deputy RA, Assistant RA	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Assign or reassign 2 nd level reviewer	Assignment/progress screen form	
	Reassign and forward request to an alternate review appraiser	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: 2nd Level Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
2 nd Level Review Appraiser	Review appraisal request	Summary screen	
	Update and save appraisal results information	Results screen form	
	Attach consultation documentation	Attachment icon	
	Validate results information	Validate icon	Request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Appraisal results successfully validated
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate 2 nd level review appraiser	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Products: Other Written Consultation, Fiscal Year Consultation

Routing Level: Completed

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Update results information	Results screen form	No 2 nd level reviewer assigned and request was completed within the past 30 days
	Attach a document	Attachment icon	No 2 nd level reviewer assigned and request was completed within the past 30 days
2 nd Level Review Appraiser	Update results information	Results screen form	Request was completed within the past 30 days
	Attach a document	Attachment icon	Request was completed within the past 30 days

ARRTS Appraisal Request Actions

Product: Appraisal Fee Estimate

Routing Level: Submitter

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Submitter	Initiate new request	New Request tab	
	Complete General Information, Property and Priority/Funding forms	General Info, Property and Priority/Funding tabs	
	Add all required attachments and any optional attachments	Attachments icon	
	Validate the appraisal request	Validate icon	
	<i>Make changes noted by validation results and repeat the validation</i>	Screens as noted by validation results	Only if validation failed
	Forward request to the agency approver	Forward icon	Request must be validated before forward icon will appear
	Cancel the request	Cancel icon	

ARRTS Appraisal Request Actions

Product: Appraisal Fee Estimate

Routing Level: Agency Approver

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Agency Approver	Review appraisal request	Summary screen	
	<i>If desired, modify the request</i>	Request navigation tabs and forms	Must save any changes made
	Forward request to the ASD Regional Appraiser	Assignment/progress screen link	
	<i>Return request to the submitter</i>	Assignment/progress screen form	Only if request is to be modified or cancelled by submitter
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Re-route the request to an alternate agency approver</i>	Assignment/progress screen form	Only if there is at least one additional approver for the submitter
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	

ARRTS Appraisal Request Actions

Product: Appraisal Fee Estimate

Routing Level: Regional Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Regional Appraiser, Deputy RA, Assistant RA	Review appraisal request	Summary screen	
	Assign/reassign engaging appraiser	Assignment/progress screen form	
	Forward request to the engaging appraiser	Assignment/progress screen link	Engaging appraiser previously assigned
	Return request to the approver	Assignment/progress screen form	If request is forwarded again by the approver, a new ARRTS number will be generated.
	Reroute the request to an alternate ASD region	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Agency Approver	Reroute the request to an alternate ASD region	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Appraisal Fee Estimate

Routing Level: Engaging Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Review appraisal request	Summary screen	
	Accept request for processing	Assignment/progress screen form	Request has not been returned to submitter for corrections
	Enter and save results information	Results screen form	
	Attach documentation	Attachment icon	
	Validate results information	Validate icon	Request not on hold or returned to submitter for revisions
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Results successfully validated
	Return request to the submitter for revisions	Assignment/progress screen form	Only if need to have corrections or additional information from the submitter. Request isn't held and has not been accepted for processing. Request stays at the engaging appraiser routing level after it has been returned to the submitter for revisions.
	Put request on hold	Assignment/progress screen form	Request has not been returned to submitter for corrections and not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign and forward the request to an alternate engaging appraiser	Assignment/progress screen form	
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate engaging appraiser	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Return request to the engaging appraiser after revisions	Assignment/progress screen form	The request has previously been returned to the submitter by the engaging appraiser for corrections
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Appraisal Fee Estimate

Routing Level: Completed

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Update results information	Results screen form	Request was completed within the past 30 days
	Attach a document	Attachment icon	Request was completed within the past 30 days

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Submitter

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Submitter	Initiate new request	New Request tab	
	Complete General Information, Owner/Facilitator, Property and Priority/Funding forms	General Info, Owner/Facilitator, Property and Priority/Funding tabs	
	Add all required attachments and any optional attachments	Attachments icon	
	Validate the appraisal request	Validate icon	
	<i>Make changes noted by validation results and repeat the validation</i>	Screens as noted by validation results	Only if validation failed
	Forward request to the agency approver	Forward icon	Request must be validated before forward icon will appear
	Cancel the request	Cancel icon	

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Agency Approver

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Agency Approver	Review appraisal request	Summary screen	
	<i>If desired, modify the request</i>	Request navigation tabs and forms	Must save any changes made
	Forward request to the ASD Regional Appraiser	Assignment/progress screen link	
	<i>Return request to the submitter</i>	Assignment/progress screen form	Only if request is to be modified or cancelled by submitter
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Re-route the request to an alternate agency approver</i>	Assignment/progress screen form	Only if there is at least one additional approver for the submitter
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Regional Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Regional Appraiser, Deputy RA, Assistant RA	Review appraisal request	Summary screen	
	Assign/reassign engaging appraiser	Assignment/progress screen form	
	<i>Assign/reassign staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Assign/reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Assign/reassign 2nd level reviewer</i>	Assignment/progress screen form	
	Forward request to the engaging appraiser	Assignment/progress screen link	Engaging appraiser previously assigned
	<i>Return request to the approver</i>	Assignment/progress screen form	If request is forwarded again by the approver, a new ARRTS number will be generated.
	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
Agency Approver	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Engaging Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Review appraisal request	Summary screen	
	Accept request for processing	Assignment/progress screen form	Request has not been returned to submitter for corrections
	Assign/reassign staff or contract appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Forward request to the staff or contract appraiser	Assignment/progress screen form	Staff or contract appraiser previously assigned and request has been accepted for processing
	Return request to the submitter for revisions	Assignment/progress screen form	Only if need to have corrections or additional information from the submitter. Request isn't held and has not been accepted for processing. Request stays at the engaging appraiser routing level after it has been returned to the submitter for revisions.
	Put request on hold	Assignment/progress screen form	Request has not been returned to submitter for corrections and not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign and forward the request to an alternate engaging appraiser	Assignment/progress screen form	
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate engaging appraiser	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Assign/reassign 2 nd level reviewer	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Return request to the engaging appraiser after revisions	Assignment/progress screen form	The request has previously been returned to the submitter by the engaging appraiser for corrections
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Staff Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Staff Appraiser	Review appraisal request	Summary screen	
	<i>Enter and save results information</i>	Results screen form	
	<i>Attach documentation</i>	Attachment icon	
	<i>Validate results information</i>	Validate icon	Request is not in hold status; no review appraiser has been assigned
	<i>Make changes noted by validation results and repeat the validation</i>	Results screen form	Only if validation failed
	<i>Forward request as completed</i>	Assignment/progress screen link	Results successfully validated; no review appraiser has been assigned
	<i>Forward request to the assigned review appraiser</i>	Assignment/progress screen link	Request is not in hold status; review appraiser has previously been assigned
Engaging Appraiser			
	<i>Reassign and forward request to alternate staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold; results not validated
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
Review Appraiser	<i>Retrieve request from staff appraiser level and return it to the engager level</i>	Assignment/progress screen link	Staff appraiser assignment was not made by the RA
Regional Appraiser, Deputy RA, Assistant RA	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold; results not validated
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
Regional Appraiser, Deputy RA, Assistant RA			
	<i>Reassign and forward request to an alternate staff appraiser</i>	Assignment/progress screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Modify appraisal report due date</i>	Priority/funding screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	<i>Assign/reassign 2nd level review appraiser</i>	Assignment/progress screen form	
	<i>Forward request to assigned review appraiser</i>	Assignment/progress screen link	Review appraiser has previously been assigned.
Submitter	<i>Retrieve request from staff appraiser level and return it to the engager level</i>	Assignment/progress screen link	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Contract Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Retrieve request and move it to the review appraiser routing level	Assignment/progress screen form	
	Put request on hold	Assignment/progress screen form	Request not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Modify contract cost	Priority/funding screen	
Review Appraiser	Retrieve request and move it to the review appraiser routing level	Assignment/progress screen form	
	Put request on hold	Assignment/progress screen form	Request not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
Regional Appraiser, Deputy RA, Assistant RA	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Modify appraisal report due date	Priority/funding screen form	
	Modify project due date	Priority/funding screen form	
	Reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	Assign/reassign 2 nd level review appraiser	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Review appraisal request	Summary screen	
	Enter and save results information	Results screen form	
	Attach documentation	Attachment icon	
	Validate appraisal results information	Validate icon	Request is not in hold status; no 2 nd level reviewer has been assigned
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Appraisal results successfully validated; no 2 nd level reviewer has been assigned
	Put request on hold	Assignment/progress screen form	Request not currently on hold; appraisal results not validated
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Forward request to the assigned 2 nd level reviewer	Assignment/progress screen link	Only if the RA has previously assigned a 2 nd level reviewer
Engaging Appraiser	Reassign and forward request to an alternate review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	Modify contract cost	Priority/funding screen	For contracted appraisals only
Regional Appraiser, Deputy RA, Assistant RA	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Assign or reassign 2 nd level reviewer	Assignment/progress screen form	
	Reassign and forward request to an alternate review appraiser	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: 2nd Level Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
2 nd Level Review Appraiser	Review appraisal request	Summary screen	
	Update and save results information	Results screen form	
	Attach documentation	Attachment icon	
	Validate appraisal results information	Validate icon	Request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Appraisal results successfully validated
Engaging Appraiser	Modify contract cost	Priority/funding screen	For contracted appraisals only
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate 2 nd level review appraiser	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Preliminary Value Estimate

Routing Level: Completed

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Update results information	Results screen form	No 2 nd level reviewer assigned and request was completed within the past 30 days
	Attach a document	Attachment icon	No 2 nd level reviewer assigned and request was completed within the past 30 days
2 nd Level Review Appraiser	Update results information	Results screen form	Request was completed within the past 30 days
	Attach a document	Attachment icon	Request was completed within the past 30 days

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: Submitter

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Submitter	Initiate new request	New Request tab	
	Complete General Information, Facilitator, Property and Priority/Funding forms	General Info, Facilitator, Property and Priority/Funding tabs	
	Add all required attachments and any optional attachments	Attachments icon	
	Validate the appraisal request	Validate icon	
	<i>Make changes noted by validation results and repeat the validation</i>	Screens as noted by validation results	Only if validation failed
	Forward request to the agency approver	Forward icon	Request must be validated before forward icon will appear
	<i>Cancel the request</i>	Cancel icon	

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: Agency Approver

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Agency Approver	Review appraisal request	Summary screen	
	<i>If desired, modify the request</i>	Request navigation tabs and forms	Must save any changes made
	Forward request to the ASD Regional Appraiser	Assignment/progress screen link	
	<i>Return request to the submitter</i>	Assignment/progress screen form	Only if request is to be modified or cancelled by submitter
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Re-route the request to an alternate agency approver</i>	Assignment/progress screen form	Only if there is at least one additional approver for the submitter
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: Regional Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Regional Appraiser, Deputy RA, Assistant RA	Review appraisal request	Summary screen	
	Assign/reassign engaging appraiser	Assignment/progress screen form	
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Assign/reassign 2 nd level reviewer	Assignment/progress screen form	
	Forward request to the engaging appraiser	Assignment/progress screen link	Engaging appraiser previously assigned
	Forward request to the assigned staff appraiser	Assignment/progress screen link	Staff appraiser assigned but no engaging appraiser assigned
	Return request to the approver	Assignment/progress screen form	If request is forwarded again by the approver, a new ARRTS number will be generated.
	Reroute the request to an alternate ASD region	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Agency Approver	Reroute the request to an alternate ASD region	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: Engaging Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Review appraisal request	Summary screen	
	Accept request for processing	Assignment/progress screen form	Request has not been returned to submitter for corrections
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Forward request to the staff appraiser	Assignment/progress screen form	Staff appraiser previously assigned and request has been accepted for processing
	Return request to the submitter for revisions	Assignment/progress screen form	Only if need to have corrections or additional information from the submitter. Request isn't held and has not been accepted for processing. Request stays at the engaging appraiser routing level after it has been returned to the submitter for revisions.
	Put request on hold	Assignment/progress screen form	Request has not been returned to submitter for corrections and not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign and forward the request to an alternate engaging appraiser	Assignment/progress screen form	
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate engaging appraiser	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Assign/reassign 2 nd level reviewer	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Return request to the engaging appraiser after revisions	Assignment/progress screen form	The request has previously been returned to the submitter by the engaging appraiser for corrections
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: Staff Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Staff Appraiser	Review appraisal request	Summary screen	
	<i>Enter and save results information</i>	Results screen form	
	<i>Attach documentation</i>	Attachment icon	
	<i>Validate results information</i>	Validate icon	Request is not in hold status; no review appraiser has been assigned
	<i>Make changes noted by validation results and repeat the validation</i>	Results screen form	Only if validation failed
	<i>Forward request as completed</i>	Assignment/progress screen link	Results successfully validated; no review appraiser has been assigned
	Forward request to the assigned review appraiser	Assignment/progress screen link	Request is not in hold status; review appraiser has previously been assigned
Engaging Appraiser			
	<i>Reassign and forward request to alternate staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
Review Appraiser	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold
Regional Appraiser, Deputy RA, Assistant RA	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Reassign and forward request to an alternate staff appraiser</i>	Assignment/progress screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	<i>Assign/reassign 2nd level review appraiser</i>	Assignment/progress screen form	
Submitter	<i>Forward request to assigned review appraiser</i>	Assignment/progress screen link	Review appraiser has previously been assigned.
	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Review appraisal request	Summary screen	
	Enter and save results information	Results screen form	
	Attach documentation	Attachment icon	
	Validate appraisal results information	Validate icon	Validate icon will appear only if no 2 nd level reviewer has been assigned and request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen form	Appraisal results successfully validated; no 2 nd level reviewer has been assigned
	Put request on hold	Assignment/progress screen form	Request not currently on hold; appraisal results not validated
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Forward request to the assigned 2 nd level reviewer	Assignment/progress screen link	Only if the RA has previously assigned a 2 nd level reviewer
Engaging Appraiser	Reassign and forward request to an alternate review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
Regional Appraiser, Deputy RA, Assistant RA	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Assign or reassign 2 nd level reviewer	Assignment/progress screen form	
	Reassign and forward request to an alternate review appraiser	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: 2nd Level Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
2 nd Level Review Appraiser	Review appraisal request	Summary screen	
	Update and save results information	Results screen form	
	Attach documentation	Attachment icon	
	Validate appraisal results information	Validate icon	Request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Appraisal results successfully validated
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate 2 nd level review appraiser	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Land Exchange Feasibility Consultation

Routing Level: Completed

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Staff Appraiser	Update results information	Results screen form	No review appraiser or 2 nd level reviewer assigned and request was completed within the past 30 days
	Attach a document	Attachment icon	No review appraiser or 2 nd level reviewer assigned and request was completed within the past 30 days
Review Appraiser	Update results information	Results screen form	No 2 nd level reviewer assigned and request was completed within the past 30 days
	Attach a document	Attachment icon	No 2 nd level reviewer assigned and request was completed within the past 30 days
2 nd Level Review Appraiser	Update results information	Results screen form	Request was completed within the past 30 days
	Attach a document	Attachment icon	Request was completed within the past 30 days

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: Submitter

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Submitter	Initiate new request	New Request tab	
	Complete General Information, Property and Priority/Funding forms	General Info, Property and Priority/Funding tabs	
	Add all required attachments and any optional attachments	Attachments icon	
	Validate the appraisal request	Validate icon	
	<i>Make changes noted by validation results and repeat the validation</i>	Screens as noted by validation results	Only if validation failed
	Forward request to the agency approver	Forward icon	Request must be validated before forward icon will appear
	Cancel the request	Cancel icon	

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: Agency Approver

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Agency Approver	Review appraisal request	Summary screen	
	<i>If desired, modify the request</i>	Request navigation tabs and forms	Must save any changes made
	Forward request to the ASD Regional Appraiser	Assignment/progress screen link	
	<i>Return request to the submitter</i>	Assignment/progress screen form	Only if request is to be modified or cancelled by submitter
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Re-route the request to an alternate agency approver</i>	Assignment/progress screen form	Only if there is at least one additional approver for the submitter
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: Regional Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Regional Appraiser, Deputy RA, Assistant RA	Review appraisal request	Summary screen	
	Assign/reassign engaging appraiser	Assignment/progress screen form	
	<i>Assign/reassign staff appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	<i>Assign/reassign review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	<i>Assign/reassign 2nd level reviewer</i>	Assignment/progress screen form	
	Forward request to the engaging appraiser	Assignment/progress screen link	Engaging appraiser previously assigned
	<i>Return request to the approver</i>	Assignment/progress screen form	If request is forwarded again by the approver, a new ARRTS number will be generated.
	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
Agency Approver	<i>Reroute the request to an alternate ASD region</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: Engaging Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Engaging Appraiser	Review appraisal request	Summary screen	
	Accept request for processing	Assignment/progress screen form	Request has not been returned to submitter for corrections
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Forward request to the staff appraiser	Assignment/progress screen form	Staff appraiser previously assigned and request has been accepted for processing
	Return request to the submitter for revisions	Assignment/progress screen form	Only if need to have corrections or additional information from the submitter. Request isn't held and has not been accepted for processing. Request stays at the engaging appraiser routing level after it has been returned to the submitter for revisions.
	Put request on hold	Assignment/progress screen form	Request has not been returned to submitter for corrections and not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign and forward the request to an alternate engaging appraiser	Assignment/progress screen form	
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate engaging appraiser	Assignment/progress screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Assign/reassign staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Assign/reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
	Assign/reassign 2 nd level reviewer	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Return request to the engaging appraiser after revisions	Assignment/progress screen form	The request has previously been returned to the submitter by the engaging appraiser for corrections
	Modify request information and send email notification that changes have been made	Request navigation tabs and "Save" button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: Staff Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Staff Appraiser	Review appraisal request	Summary screen	
	<i>Enter and save results information</i>	Results screen form	
	Forward request to the assigned review appraiser	Assignment/progress screen link	Request is not in hold status; review appraiser has previously been assigned
Engaging Appraiser	Reassign and forward request to alternate staff appraiser	Assignment/progress screen form	Engaging appraiser cannot override staff appraiser assignment made by RA
	Put request on hold	Assignment/progress screen form	Request not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
	Reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA
Review Appraiser	Put request on hold	Assignment/progress screen form	Request not currently on hold
	Release request from hold	Assignment/progress screen form	Request has previously been put on hold
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate staff appraiser	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
	Reassign review appraiser	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
	Assign/reassign 2 nd level review appraiser	Assignment/progress screen form	
	Forward request to assigned review appraiser	Assignment/progress screen link	Review appraiser has previously been assigned.
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Review appraisal request	Summary screen	
	Enter and save results information	Results screen form	
	<i>Attach documentation</i>	Attachment icon	
	Validate results information	Validate icon	Validate icon will appear only if no 2 nd level reviewer has been assigned and request is not held
	<i>Make changes noted by validation results and repeat the validation</i>	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen form	Appraisal results successfully validated; no 2 nd level reviewer has been assigned
	<i>Put request on hold</i>	Assignment/progress screen form	Request not currently on hold; appraisal results not validated
	<i>Release request from hold</i>	Assignment/progress screen form	Request has previously been put on hold
	<i>Forward request to the assigned 2nd level reviewer</i>	Assignment/progress screen link	Only if the RA has previously assigned a 2 nd level reviewer
Engaging Appraiser	<i>Reassign and forward request to an alternate review appraiser</i>	Assignment/progress screen form	Engaging appraiser cannot override review appraiser assignment made by RA.
Regional Appraiser, Deputy RA, Assistant RA	<i>Close out request prior to completion (cancel)</i>	Assignment/progress screen form	
	<i>Modify project due date</i>	Priority/funding screen form	
	<i>Assign or reassign 2nd level reviewer</i>	Assignment/progress screen form	
	<i>Reassign and forward request to an alternate review appraiser</i>	Assignment/progress screen form	
Submitter	<i>Cancel the appraisal request</i>	Assignment/progress screen form	
	<i>Modify request information and send email notification that changes have been made</i>	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: 2nd Level Review Appraiser

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
2 nd Level Review Appraiser	Review appraisal request	Summary screen	
	Update and save appraisal results information	Results screen form	
	Attach documentation	Attachment icon	
	Validate appraisal results information	Validate icon	Request is not held
	Make changes noted by validation results and repeat the validation	Results screen form	Only if validation failed
	Forward request as completed	Assignment/progress screen link	Appraisal results successfully validated
Regional Appraiser, Deputy RA, Assistant RA	Reassign and forward request to an alternate 2 nd level review appraiser	Assignment/progress screen form	
	Modify project due date	Priority/funding screen form	
	Close out request prior to completion (cancel)	Assignment/progress screen form	
Submitter	Cancel the appraisal request	Assignment/progress screen form	
	Modify request information and send email notification that changes have been made	Request navigation tabs and “Save” button	Most fields can be modified except those that provide funding information or are used in account number generation.

ARRTS Appraisal Request Actions

Product: Legislative Cost Estimate

Routing Level: Completed

User Role	Action	Mechanism	Prerequisite Conditions/ Comments
Review Appraiser	Update results information	Results screen form	No 2 nd level reviewer assigned and request was completed within the past 30 days
	Attach a document	Attachment icon	No 2 nd level reviewer assigned and request was completed within the past 30 days
2 nd Level Review Appraiser	Update results information	Results screen form	Request was completed within the past 30 days
	Attach a document	Attachment icon	Request was completed within the past 30 days